



PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

State of New Jersey

THE PINELANDS COMMISSION

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LAURA E. MATOS
Chair

SUSAN R. GROGAN
Acting Executive Director

General Information: Info@pinelands.nj.gov
Application Specific Information: AppInfo@pinelands.nj.gov

Job Vacancy Announcement

POSITION: Human Resources Manager

SALARY RANGE: \$85,141 - \$138,738

CLASSIFICATION: Full Time, FLSA Exempt

POSTING PERIOD: 4/12/2022 – 5/3/2022

POSITION DESCRIPTION:

The New Jersey Pinelands Commission is an independent state agency whose mission is to preserve, protect, and enhance the natural and cultural resources of the Pinelands National Reserve, and to encourage compatible economic and other human activities consistent with that purpose. The Commission implements a comprehensive plan that guides land use, development, and natural resource protection programs in the 938,000-acre Pinelands Area of southern New Jersey.

The Commission is seeking a full time Human Resources Manager for its staff of approximately 45 employees. This position, which reports directly to the Commission's Executive Director, is solely responsible for a range of duties including drafting and implementation of personnel policies; recruiting; benefit, salary and leave administration; labor and employee relations; employee development and training; maintenance of HR records and HR system.

Knowledge of and experience with state and federal wage and hour laws, labor legislation, equal opportunity and affirmative action required. Knowledge of and experience with NJ State Health Benefits and Pension programs also required.

Candidates with an advanced degree and local government experience are preferred.

Salary will be commensurate with experience, starting at \$85,141. Full benefits package including paid vacation leave, paid sick leave, health and dental insurance, life insurance, and enrollment in the public employee's retirement system.

REQUIREMENTS:

EDUCATION: Bachelor's degree in human resources or related field.

EXPERIENCE: Four years progressively responsible human resources experience. A Master's degree in a related field may be substituted for one year of experience.

RESIDENCY: The New Jersey First Act (P.L. 2011, c. 70) requires all new employees to reside in the State of New Jersey, unless exempted under law. If you do not reside live in New Jersey, within one year of hire, you must either establish residency in the State of New Jersey or successfully receive an exemption from the Employee Residency Review Committee.

INTERESTED CANDIDATES: Interested candidates should submit a cover letter and resume via e-mail to humanresources@pinelands.nj.gov by the closing date. Please include the position title in the subject line.

Only candidates selected for interviews will be contacted.